

Attachment B: Cost Proposal

Introduction

This Cost Proposal provides the format for Vendors to provide the detailed breakdown and summary of costs for the system(s), and is organized into the following subsections:

- A. Software Licensing** - Software licensing included in your proposal. Provide an itemized list of the cost of all software being provided, including application and system software (i.e., OS, DBMS, etc.).
- B. Software Customization** - The cost of optional customizations to meet any functional specification identified as Optional, including the cost for interfaces to external systems.
- C. Hardware Costs** - An itemized list of all hardware included in your proposal. Please note that the County reserves the right to purchase specified hardware from its own designated hardware vendor(s), and may not include hardware in a final contract.
- D. Implementation Services** - List all costs for services that are associated with the implementation of the system(s). These include project management, installation, integration, data conversion, training, and others. Please note that travel related costs cannot be specifically identified.
- E. Other Costs** - An itemized list of any costs not identified elsewhere in this proposal.
- F. Cost Summary** - The carry-forward of detailed costs from preceding pages and summarize all one-time and annually recurring costs.
- G. Excluded Costs** - A summary of costs specifically excluded from this proposal.
- H. Payment Schedule** - A payment schedule for project costs and maintenance and support charges.
- I. Warranty, Maintenance and Support Costs** - The cost and length of the warranty on the software, and the cost of maintenance and support for a period of five years.
- J. Assumptions** - Assumptions associated with the pricing of this proposal.

All cost pages must be filled out completely.

Please note that all cost tables include bottom lines for totaling the line items in the table.

A. Software Licensing

This section is to contain information on licensing and costs for all software included in the proposal, whether required or optional. Include application and system software (i.e., OS, DBMS, etc.) in both sections. The total software cost dollar figure should agree with the total in the Cost Summary. Insert additional lines as needed.

1. List and describe all software components for which licensing is required (including the application and system software). Specify the number of users for which license is provided for in this proposal, including any limitations on the number of concurrent users.

Software Component (List and Describe Functionality)	# of Users	Comments

Insert additional lines as needed

2. State any limitations on usage including whether or not there are restrictions on the total number of users who can be defined to the system or access it concurrently:

3. Describe what would be needed to increase the number of concurrent or defined users. Specify any differences between application and system software:

4. Describe any component-specific licensing constraints or suggestions:

Cost of Software Licenses

5. Provide the cost of **required** licenses for the e-Filing system in the table below:

Software Component(s)	Base Package One-Time Cost	Annual Maintenance Cost
TOTAL COST OF REQUIRED SOFTWARE		

Cost of Optional Software Licenses

6. Provide the cost of **optional** software which is not required for the system to function properly, but would augment the capabilities of the system. This software is to be priced separately as indicated below.

Optional Software Component	Base Package One-Time Cost	Annual Maintenance Cost

Optional Software Component	Base Package One-Time Cost	Annual Maintenance Cost
TOTAL COST OF OPTIONAL SOFTWARE		

B. Software Customization

List each specification identified as Optional which could be met by software customization. Insert additional lines as needed. If there are any groupings of related specifications for which customization cannot be separated (i.e., all or none as it applies to the group of specifications), identify all items in the grouping and provide a single price for the grouping.

SOFTWARE CUSTOMIZATION SUMMARY		
Spec Item #(s)	Comment or Note	Cost (One-Time)

SOFTWARE CUSTOMIZATION SUMMARY		
Spec Item #(s)	Comment or Note	Cost (One-Time)
TOTAL CUSTOMIZATION COST		

Insert additional lines as needed

c. Hardware Costs

List the pricing for all required and optional hardware, including purchase cost and annual maintenance charges. **Required Hardware**

Component Description / Purpose	Make / Model	Qty	Unit Price	One-Time Cost	Annual Maint. Charge
TOTAL COST OF REQUIRED HARDWARE					

Optional Hardware

Component Description / Purpose	Make / Model	Qty	Unit Price	One-Time Cost	Annual Maint. Charge

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Component Description / Purpose	Make / Model	Qt y	Unit Price	One- Time Cost	Annual Maint. Charge
TOTAL COST OF OPTIONAL HARDWARE					

D. Implementation Services

List all required costs associated with implementation of the system. All charges listed in this section are assumed to be Required. Also, please note that Travel and related expenses cannot be itemized.

Implementation Category		Cost
Project Management		
Software Installation		
Hardware Installation		
System Integration		
Unit and Systems Testing (prior to roll-out)		
Interfaces Testing and Implementation		
Training		
On-site "go-live" Assistance (during roll-out)		
Others (list below)		
TOTAL COST OF IMPLEMENTATION SERVICES		

A Other Costs

Other Required Costs

List any other costs required in your proposal.

Cost Item Description / Purpose	One-Time Cost	Annual/ Recurring Cost	Comments
TOTAL OTHER REQUIRED COSTS			

Other Optional Costs

List any other costs for optional items included in your proposal.

Cost Item Description / Purpose	One-Time Cost	Annual/ Recurring Cost	Comments
TOTAL OTHER OPTIONAL COSTS			

C. Cost Summary

Required Items

Provide a summary of one-time costs for **required** items in your proposal. All subtotals carried forward to this page should agree with the previous detail pages.

Section / Subsection	Cost Category	One-Time Cost	Annually Recurring
A.	Required Software Licenses		
C.	Required Hardware		
D.	Implementation Services		
E.	Other Required Costs		
TOTAL COST FOR ALL REQUIRED ITEMS			

Optional Items

Provide a summary of costs for all optional items in your proposal. All subtotals carried forward to this page should agree with the previous detail pages.

Section / Subsection	Cost Category	One-Time Cost	Annually Recurring
A.	Optional Software Licenses		
B.	Software Customizations		
C.	Optional Hardware		
E.	Other Optional Costs		
TOTAL COST FOR ALL OPTIONAL ITEMS			

D. Excluded Costs

Please identify any items or services for which costs are specifically excluded from this proposal:

Item / Description	Notes or Comments

E. Payment Schedule

Project Fees

Payment terms to be discussed during contract negotiations. Note that all payments must be based on the completion and acceptance of defined milestones and deliverables. The final payment plan will be included in the contract:

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F. Warranty, Maintenance and Support Costs

Identify each item category (e.g., hardware or software for which support would be provided under one contract) for which maintenance and support

charges are required, and either the start date or triggering event (e.g., 1 year after System Acceptance)

Item / Component	Start Date or Trigger Event

Identify the length of time you will provide fixed pricing for the following:

Item / Component	# of Years	Cost/Year
Application Software		
System Software		
Hardware		

State whether or not you will agree to limits on any annual increases to maintenance and support charges. Identify any indices (e.g., CPI, etc.) which will be used as the basis for the limit.

G. Assumptions

State any additional assumptions associated with the pricing of this proposal: